



A Word about Ethics TRANSACTION REPORTS



Who is required to file a Transaction Report?

- All public financial disclosure filers (political appointees, SES members, and similarly-graded employees) who have had a purchase, sale or exchange of greater than \$1,000 in value of a stock, bond, commodity, or other security that you, your spouse or dependent child own (either individually or jointly).

What items are not reportable?

- The purchase, sale, or exchange of mutual funds, real estate, or any other type of asset that is not a security.
- Transactions of a particular stock that do not meet the \$1,000 reporting threshold. The values of multiple transactions are not combined in order to meet the \$1,000 reporting threshold. If a filer makes a number of transactions of a particular stock and each sale or purchase is less than \$1,000, the filer does not need to report any of them, even if the total of all the transactions during a month is greater than \$1,000.

May I list more than one transaction on a Transaction Report?

- Yes. Multiple transactions may be listed on the same report, so if you have a number of transactions during a 30-day period you need file only one report that month.

When are Transaction Reports due?

- They are due within 30 days of being notified of a transaction, or within 45 days of the transaction date.

Is there a penalty for not filing a Transaction Report?

- Yes. There is a \$200 late filing fee assessed for each report that is not submitted by the filing deadline, which is determined by the date of the transactions.

Can I obtain an extension of the filing deadline?

- Yes. You may seek an extension by submitting a written request stating the date of the transaction and the reason for the filing extension to an Ethics official at OGEForm278@doc.gov.

How can I receive further advice?

- By contacting the Ethics Law and Programs Division at 202-482-5384 or ethicsdivision@doc.gov.